
DLA ADMINISTRATIVE SUPPORT CENTER

POSITION:	Program Analyst, GS-343-12	ANNOUNCEMENT:	261-97CS
LOCATION:	Defense Contract Management District International (DCMDI)	OPENING DATE:	July 2, 1997
Duty Station:	London, Ontario, Canada	CLOSING DATE:	August 4, 1997

AREA OF CONSIDERATION: Appointable Employees of Department of Defense

DUTIES: The incumbent serves as the civilian technical advisor to the London Residency ACO; Chief, Operations Support Group; buying offices/Program Manager; prime contract CAO PI; and as necessary the CAO Commander on matters relating to assigned programs. Advises on procedural and technical aspect of surveillance programs assigned to insure mission accomplishment. Establish Memorandums of Agreements (MOAs) with buying offices on prime contracts and with London Residency prim contractor on subcontracts. Reviews all MOA's between the customer and the London Residency with the Operations Support Group chief to assure that all surveillance requirements are addressed by the London Residency. Serves as the London Residency authority for assigned programs on all aspects of the PI function. Performs studies/special reviews and analysis with recommendations to internal and external customer. Participates with customer on reviews to analyze policies, procedures, and contractor or London Residency operational performance.

QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience at least equivalent to the GS-11 level which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. Applicants must have served one year in grade GS-11 to meet OPM time-in-grade requirements.

<u>EVALUATION METHODS:</u>	<u>MAXIMUM POINT VALUE</u>
1. Quality of Experience	65
2. Performance Appraisal	15
3. Education, Training and Self Development	15
4. Awards	5
	100

METHOD OF RANKING: Applicants competing for promotion will be given a score based on the completion of the attached Merit Promotion Questionnaire.

OTHER:

1. This position may be filled through means other than the competitive promotion process. This may include reassignments to repromotion of qualified eligibles or appointment from an Office of Personnel Management Certificate of Eligibles. In such case, this announcement will be canceled and all applicants so advised.
2. Time in grade and qualification requirements must be met by the closing date of this announcement.
3. All qualified reassignment applicants within the stated area of consideration will be referred for selection consideration. Employees competing for promotion are subject to the evaluation methods outlined above.
4. SF-171(s) and related forms transmitted by facsimile equipment will not be accepted.
5. This position is designated noncritical sensitive as defined in DOD 5200.2-R and therefore requires that a personnel security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 90 days or longer to process.

The Defense Logistics Agency is an Equal Opportunity Employer

6. Applications will be accepted from disabled veterans who are in receipt of compensation at the rate of 30% or more.
7. TDY is required.
8. The tour length for this overseas location is 3 years. Extension(s) up to a maximum of 5 years is possible, however, extensions are not guaranteed and no promise of an extension is implied.
9. Tax free living quarters allowance (LQA) is provided for the annual cost of suitable, adequate housing for the employee and his/her family. The LQA is payable to eligible civilian employees when governing owned or rented quarters are not provided without charge at the employee's permanent duty station in a foreign area.
10. Concurrent transportation of dependents is authorized.
11. Nontemporary storage (NTS) is authorized. NTS at government expense may be authorized for a period not to exceed the length of the tour of duty in the overseas area.
12. Shipment of household goods (HHGs) to the overseas area is authorized. (NTS and HHGs shipment combined can not exceed 18,000 pounds).
13. Salary advance of 3 months is authorized. Advances may be made during the period of 3 weeks before the estimated departure date to a foreign duty post or up to 2 months after arrival. Repayment may be made by payroll deductions of up to 26 subsequent pay periods or by lump-sum payment.
14. Home leave is accrued at the rate of 5 days per year. Home leave may only be granted after completion of 24 months continuous service abroad. Carryover of 360 hours of annual leave is authorized.
15. Return rights within DLA are mandatory.
16. An overseas sponsor will be appointed at the time of selection to provide more specific information.
17. Overseas allowances are subject to change without notice. Additional information regarding allowances and differentials can be found in the Department of State Standardized Regulations (DSSR). Information regarding overseas travel entitlements can be found in the Joint Travel Regulation (JTR) Volume II. Upon selection of this position, specific allowance rates will be provided.

HOW TO APPLY: Applicants may choose any of the following written application formats:

- (1) OF 612, Application for Federal Employment, available from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.
- (2) SF 171, Application for Federal Employment.
- (3) Resumes. Certain information is required to be included on resumes. These requirements are specified in OF 510, Applying for a Federal Job. The form may be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies. Failure to provide all of the required information could result in an ineligible rating.

Applicants must forward a written application/resume along with the following documents and forms:

- a. The attached Merit Promotion Questionnaire. APPLICATIONS RECEIVED WITHOUT THE MERIT PROMOTION QUESTIONNAIRE WILL NOT BE CONSIDERED.
- b. A copy of current annual performance rating and appropriate performance standards. (For DLA employees, DLA Forms 46 and 46A (Jun 86 version) or Merit Pay appraisal and standards, if applicable, are to be submitted. DLA employees serviced by non-DLA personnel offices may submit their current appraisals and performance standards on the appropriate forms utilized by their respective systems). FAILURE TO SUBMIT A CURRENT PERFORMANCE APPRAISAL (NO MORE THAN 18 MONTHS OLD) MAY AFFECT APPLICANT'S OVERALL RATING. Applicants who have a minimally acceptable or unacceptable annual performance rating will not be certified for promotion consideration.
- c. A list of all awards received within the past 10 years, including the dates of the awards.
- d. Copy of recent SF-50-B, Notification of Personnel Action, for verification of competitive status/reinstatement eligibility.

WHERE TO APPLY: ATTN: DASC-HC, DLA Administrative Support Center, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, Virginia 22060-6220. APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE INDICATED IN THE JOB OPPORTUNITY ANNOUNCEMENT.

For further information regarding this vacancy, call (703) 767-7320 or DSN 427-7320. For general vacancy information, call (703) 767-7100 or DSN 427-7100.

ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, MARITAL STATUS, UNION MEMBERSHIP, OR NONDISQUALIFYING PHYSICAL OR MENTAL DISABILITIES.

The Defense Logistics Agency is an Equal Opportunity Employer

Merit Promotion Questionnaire

Position: GS-343-12, Program Analyst

JOA#

Location: London, Ontario, Canada

Applicant Name: _____

SN: _____ **Office Phone:** _____

Privacy Act Notice

This questionnaire is designed to provide the information needed to evaluate your qualifications and make a selection. Authority to gather this information is derived from 5 U.S.C. 3301. Failure to properly complete the form may result in the questionnaire being rejected or your being rated ineligible. This questionnaire must be completed and postmarked by the closing date of the announcement. You cannot submit any information after that date.

How to Fill Out This Questionnaire

This questionnaire asks for a variety of types of information needed to assign a rating for the JOA listed above. Please mark your answers clearly and answer each Ranking Question truthfully. Falsification of your answers may result in disciplinary action, up to and including removal. Circle all answers for which you can truthfully answer YES. Beside each Ranking Question, you must indicate the block(s) on your application where you obtained the experience. Your application should have identifying letters for experience sections. For example, if you got your experience in your current or your most recent job, you would enter the appropriate letter under "Where on Application" beside the question. **YOU WILL NOT RECEIVE POINTS FOR RANKING QUESTIONS WHERE YOU DO NOT COMPLETE THIS COLUMN.**

Education

Up to 15 points are awarded for education. Identify your level of education and the major field of study for each level. An academic year is 30 Semester or 45 Quarter hours. Point values are not cumulative. The following Majors are RELATED: Business Administration / Management, Chemistry, Economics, Electronics, Engineering, Finance, Industrial / Material Management, Mathematics, Marketing, and Production Management

Level of Education

Major (points)

8 Semester/12 Quarter Hours	_____ Any Major (0)		
16 Semester/24 Quarter Hours	_____ Any Major (2)		
1 Academic Year	_____ Any Major (3)		
2 Academic Years	_____ Related Major (8)	_____ Other Major (5)	_____ Any Major (0)
3 Academic Years	_____ Related Major (10)	_____ Other Major (6)	_____ Any Major (0)
Bachelor's Degree	_____ Related Major (15)	_____ Other Major (8)	_____ Any Major (0)
1 Graduate Academic Year	_____ Related Major (15)	_____ Other Major (10)	_____ Any Major (0)
Master's Degree or Higher	_____ Related Major (15)	_____ Other Major (12)	_____ Any Major (0)

Awards

Up to 5 points are given for creditable awards. You get one point each for up to five occurrences of each award type. Do not list awards you received more than five years before the date you submit this Questionnaire.

_____ Value Engineering	_____ Meritorious or Superior Civilian Service
_____ EEO Award	_____ Commendable Service Certificate
_____ Cash Award (SSPA, QSI, On-the-Spot, Beneficial Suggestion for which cash was paid, etc.)	

Performance Ratings

Up to 15 points are given for performance ratings. List your three most recent annual performance ratings received in the past five years and indicate if they were for a *Related* or *Unrelated* job series. You will get one point for each year for which you do not indicate a performance rating. **Do not check more than three boxes.** *Related* job series are:

GS-343, GS-1910, GS-1102, GS-1103, GS-1150, any 800 series

Rating Level

Related

Unrelated

Exceptional (Level 5)	_____ 5 points each	_____ 3 points each
Highly Successful (Level 4)	_____ 4 points each	_____ 2 points each
Fully Successful (Level 3)	_____ 3 points each	_____ 1 points each
Below Fully Successful (Level 1 or 2)	_____ 0 points each	_____ 0 points each

The Defense Logistics Agency is an Equal Opportunity Employer

Ranking Questions	Where on Application
<p style="text-align: center;">Program Analyst, GS-343-12</p> <p>Up to 65 points are awarded for experience. Please circle your “Yes” or “No” response to each question. Uncircled questions will be considered a “No” response.</p> <p>1. Have you officially served as a Program Integrator in a contract administration services (CAS) arena? A. Yes B. No</p> <p>2. Are you currently Defense Acquisition Workforce Initiative Act (DAWIA) certified at Level II or higher? A. Yes B. No</p> <p>3. Incumbent must have ability to plan, organize, and direct work to accomplish a variety of tasks performed by multi-functional teams to analyze situations, identify problems and recommend course of action. Have you officially served as a multi-functional team leader in a contract management organization? A. Yes B. No</p> <p>4. Do you have multi-functional expert knowledge and experience in the field of contract administration for DoD? (ie., experience in related fields of contract administration) A. Yes B. No</p> <p>5. Have you personally dealt with foreign governments which were providing Host Contract Administration Services and monitored their effectiveness? A. Yes B. No</p> <p>6. Incumbent must have ability to communicate effectively in writing and provide briefings to other government agencies and non-government activities. Have you prepared and presented formal briefings outside your local activity? (ie. Program Office) A. Yes B. No</p> <p>7. Have you independently developed customer metrics to determine customer satisfaction? A. Yes B. No</p> <p>8. Have you been actively engaged in implementing process oriented contract administration (PROCAS)? A. Yes B. No</p>	

Ranking Questions	Where on Application
<p style="text-align: center;">Program Analyst, GS-343-12</p> <p>9. Have you ever worked on a major defense weapon system? A. Yes B. No</p> <p>10. Do you have a thorough understanding of ACAT Programs and their unique reporting requirements? A. Yes B. No</p> <p>11. Have you ever teamed with customers, other contract administration functions or contractors to correct deficiencies in a process that resulted in increased customer satisfaction? A. Yes B. No</p> <p>12. Have you had previous experience in the establishment of MOAs with Buying offices? A. Yes B. No</p> <p>13. Do you possess the skills to apply analytical methods such as Network Diagraming, Critical Path Method, Cost and Schedule (C/SCSC) or Earned Value analysis to perform studies to determine program cost, schedule, and technical performance? A. Yes B. No</p>	

Certification

<p>I hereby certify that the information I have provided in this Questionnaire is complete and truthful. I understand that falsification of this Questionnaire may result in disciplinary action, up to and including removal.</p>	
<p>Signature:</p>	<p>Date:</p>